

LANCASTER COUNTY
ADMINISTRATIVE SECRETARY TO THE COUNTY BOARD

NATURE OF WORK

This is highly responsible and confidential secretarial and administrative work in the County Board of Commissioners office.

Work involves responsibility for the execution of clerical and administrative tasks for all members of the County Board, the County Administrative Officer, and the Budget and Fiscal Officer. Work includes preparing correspondence and reports, participating in budget preparation and administration, and researching and reviewing such projects as are assigned by the County Board, County Chief Administrative Officer, and Budget and Fiscal Officer. Work also includes acting as liaison between the general public, administration and County Board members, County Chief Administrative Officer, and Budget and Fiscal Officer. An employee in this class is expected to expedite routine matters associated with the daily business and office operation of the County Board's office, thereby freeing the County Board and administrative staff from routine duties and clerical work in conjunction with County business. This position is under the general supervision of the County Chief Administrative Officer.

EXAMPLES OF WORK PERFORMED

Maintain the County Board's calendars; coordinate meeting dates, times and places with the Board and committee members; update committee membership lists, records and minutes.

Record and transcribe meeting proceedings as required and directed by the County Board and County Chief Administrative Officer for weekly County Board staff meetings and committee meetings.

Type correspondence, reports, forms and other documents; may record and transcribe oral dictation including letters and various memoranda.

Assist in the preparation of County Board weekly staff meeting agendas under the supervision of County Chief Administrative Officer.

Receive all visitors; screen telephone calls according to purpose; respond to routine complaints and questions.

Review vendor claims to determine validity, accuracy and compliance with purchasing policies and statutes; help resolve purchasing differences between purchasing agent and purchasers under supervision of County Chief Administrative Officer.

Document and maintain routine financial records involving recurring transactions and repetition in accounts; prepare vouchers and purchase orders as needed.

Assist with specific projects assigned to the County Chief Administrative Officer by the County Board.

Order office and copier supplies; oversee maintenance of County's copier including reporting problems, reading meter each month and billing appropriate departments.

Maintain filing system for the County Board; receive and distribute mail to appropriate individuals.

Prepare departmental payroll and keep records of departmental expenditures; maintain office inventory records.

Assist in the development and preparation of the County Board annual budget.

Assist in clerical preparation of County budget; prepare budget forms and charts; type all County budgets, both proposed and adopted; assemble and distribute budget packets.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of the principles, practices and procedures of office management.

Considerable knowledge of organizational and administrative policies and procedures.

Knowledge of the basic principles of accounting and financial recordkeeping procedures.

Ability to answer routine questions concerning matters related to the County Commissioner's Office.

Ability to perform routine administrative detail independently, including preparation of letters, reports and memoranda.

Ability to maintain a schedule of various meetings, appointments, and other dates connected to the responsibilities of the County Board and administrative staff.

Ability to understand and follow oral and written instructions and to communicate effectively both orally and in writing.

Ability to maintain office and clerical records and to prepare reports from such records.

Ability to establish and maintain effective working relationships with County officials, other employees, and the general public.

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Skill in operating a typewriter, wordprocessor or transcription machines.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from senior high school or equivalent supplemented by coursework in office management, business administration or related field plus considerable experience in performing administrative clerical and office management work in an office involving extensive public contact.

MINIMUM QUALIFICATIONS

Graduation from senior high school or equivalent supplemented by coursework in office management, business administration or related field plus experience in performing administrative clerical and office management work in an office involving extensive public contact; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

Revised 3/96

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